

CITY OF ALBUQUERQUE
ALBUQUERQUE, NEW MEXICO
PURCHASING DEPARTMENT

INTER-OFFICE CORRESPONDENCE

REF. NO.: GSA2007-030-TC
(MASTER RESOLUTION)

NOVEMBER 22, 2006

TO: JOHN J. VIGIL, PURCHASING MANAGER
FROM: THOMAS COURTIN, SENIOR BUYER
SUBJECT: ANCILLARY EQUIPMENT FROM HEWLETT T PACKARD
DEPARTMENT: WATER UTILITY

PURSUANT TO THE AUTHORITY CONTAINED IN SECTION 5-5-10-G-1-a-1 AND APPROVAL PROCEDURES OUTLINED IN SECTION 19-C OF THE PUBLIC PURCHASES ORDINANCE, AUTHORIZATION IS HEREBY REQUESTED FOR THE FOLLOWING:

DESCRIPTION: ANCILLARY EQUIPMENT FOR
HP 4500-PS WIDE FORMAT PRINTER

AMOUNT: OPEN

VENDOR: HEWLETT PACKARD THROUGH HOLMAN'S
UNDER GSA CONTRACT NO. GS-35F-0066N
EFFECTIVE 10/29/2002 THROUGH 10/28/2007

JUSTIFICATION:

THE WATER UTILITY DIVISION REQUESTED THE PURCHASE OF TWO HP 4500PS PLOTTERS AND ANCILLARY EQUIPMENT. THE PLOTTERS WILL BE BOUGHT ON GSA2007-019-TC. THE ANCILLARY EQUIPMENT WILL BE PROCURED USING THIS GSA CONTRACT.

VARIOUS CITY DEPARTMENTS WILL HAVE THE ABILITY TO USE THIS VEHICLE TO PROCURE HEWLETT PACKARD PRODUCTS (THOSE NOT AVAILABLE ON HOLMAN'S GSA CONTRACT) ON HEWLETT PACKARD'S GSA SCHEDULE THROUGH HOLMAN'S ON AN "AS NEEDED" BASIS. ALL PURCHASES MUST BE IN COMPLIANCE WITH THE CURRENT IT PROCUREMENT POLICY ISSUED ON 6/16/2005.

APPROVED:


JOHN J. VIGIL
PURCHASING MANAGER

(DATE)

11/27/2006